



11345 North Cedarburg Road, Mequon, WI 53092

**BOARD OF TRUSTEES
AGENDA
Wednesday, April 16, 2025, 6:00pm
Tolzman Community Room**

Join Zoom Meeting:

<https://us02web.zoom.us/j/81599575837?pwd=TEJlVUZF5UzRZVzJGOC9jdllYMGRAZz09>

Meeting ID: 815 9957 5837

Passcode: 366767

- I. Pledge of Allegiance**
- II. Call to Order, Verification of Posting, Roll Call**
- III. Announcements**
- IV. Public Comment** (All parties wishing to speak must sign in prior to the start of the meeting. Limit of 5 min./person. Written public comments may be sent to the Director's Office via email at director@flwlib.org at least two hours prior to the meeting.)
- V. Approval of Minutes**
 - a. Action Item: Approval of the Minutes of the March 19, 2025, Meeting
- VI. Financial Reports**
 - a. Revenue and Expense Reports for March 2025
 - b. Action Item: Accounts Payable for March 2025
- VII. President's Report – C. Perry**
- VIII. Committee Reports**
 - a. Finance – G. Baxter
 - b. Advocacy – J. Hansher
 - c. Personnel – J. Abraham
- IX. Staff Reports**
 - a. Library Operations
 - b. Director's Report – Muchin Young
 - c. Managers' Reports – Included in Packet

X. Unfinished Business:

- a. Update: Solar Panel Project – T. Lookatch

XI. New Business:

XII. Closed Session

The Board of Trustees may enter into closed session pursuant to Wisconsin Statute Section 19.85(1)(c) to consider employment, promotion, compensation or performance evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility. The Board will then reconvene into open session to continue the agenda and take action on topics discussed in closed session

XIII. Reconvene in Open Session

For the purpose of acting upon actions recommended in closed session.

XIV. Trustee Training & System/State Library Update

- a. Outlook access on phones
- b.

XV. Future Meeting Dates

- a. Board of Trustees Meeting: May 21, 2025, 6pm
- b. Other Meetings:

XVI. Adjourn

Catherine Perry

Posted: April 11, 2025



11345 North Cedarburg Road, Mequon, Wisconsin 53092

Minutes of the Board of Trustees March 19, 2025, Meeting Unapproved

A regular meeting of the Frank L. Weyenberg Library Board of Trustees was held March 19, 2025 at 6:00 pm in the Library's Tolzman Community Room.

I. Pledge of Allegiance

Catherine Perry led the Pledge of Allegiance.

II. Call to Order, Verification of Posting, Roll Call

Ms. Perry called the meeting to order at 6:00 pm.

Posting of notice as of February 14, 2025 was verified.

Trustees present: Catherine Perry, President; Tedd Lookatch, Vice President; Jeffrey Hansher, Secretary; Liz Agnello, Ellen Nagy, Ali Buchanan

Trustees attending virtually: Jennifer Abraham, Amy Abbott.

Trustees Absent: Graham Baxter.

Staff Present: Rachel Muchin Young, Library Director and Emily Vosberg, Access Services Manager.

III. Announcements

None at this time.

IV. Public Comment (Limit of 5 min./person)

None at this time.

V. Approval of Minutes

A. Action Item: Minutes of the February 19, 2025 Meeting

The minutes of the February 19, 2025 meeting were included in the packet. A motion to accept the minutes was made by Ms. Buchanan. The motion carried.

VI. Financial Reports

A. Revenue and Expense Reports for February 2025.

The reports were included in the Board Packet. Amount given in oral report by Director Muchin Young.

B. Action Item: Accounts Payable Statement for February 2025

Accounts Payable amount given in oral report by Director Muchin Young.

Ms. Buchanan moved to approve the February 2025 Accounts Payable Statement in the amount of \$99,524.00. Motion was seconded by Ms. Nagy. Motion carried.

VII. President's Report

None at this time.

VIII. Committee Reports

A. Finance

It was reported that no meeting was held.

B. Advocacy

The Advocacy Committee met Thursday, March 6, 2025.

C. Personnel

It was reported that no meeting was held.

IX. Staff Reports

A. Library Operations Report

Report was included in the Board Packet.

B. Director's Report

The written Library Director's report was included in the Board Packet.

C. Managers' Reports

The written reports were included in the Board Packet.

X. Unfinished Business

A. Update: Solar Panels –We received one bid for the project. The contract has been signed with Arch Solar.

XI. New Business

A. Action Item: Appointment of Nominating Committee – Ali Buchanan, Liz Agnello, and Jennifer Abraham have volunteered to join the Nominating Committee.

XII. Trustee Training & System/State Library Update

A. Review of Who Runs the Library document – There was a discussion of guidelines to roles & responsibilities in Wisconsin public libraries.

XIII. Future Meeting Dates

The next Board of Trustees meeting will be on Wednesday, April 16, 2024 at 6:00 pm.

XIV. Adjournment

There being no further business before the Board, a motion to adjourn was made by Ms. Buchanan. Motion was seconded by Ms. Nagy. Motion carried and meeting was adjourned at 7:16 p.m.

Respectfully submitted,
Emily Vosberg, Access Services Manager

ACCOUNT BALANCE (CUR/PREV YTD BALANCES) REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 03/31/2025

GL Number	Description	Normal	YTD Balance 03/31/2024 (Abnormal)	2025 Amended Budget	YTD Balance 03/31/2025 (Abnormal)
Fund: 98 FLW LIB GIFTS & GRANTS FUND					
Account Category: Assets					
Department: 00-000					
98-00-000-11710	INVESTMENTS		69,500.00		69,500.00
Total Department 00-000:			69,500.00		69,500.00
Assets			69,500.00		69,500.00
Account Category: Fund Equity					
Department: 00-000					
98-00-000-34155	GIFTS & GRANTS RESTRICTED		7,137.82		4,937.82
98-00-000-34156	GIFTS & GRANTS UNRESTRICTED		68,107.98		71,372.21
Total Department 00-000:			75,245.80		76,310.03
Fund Equity			75,245.80		76,310.03
Account Category: Revenues					
Department: 45-015 OTHER INCOME					
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT		533.00	0.00	0.00
Total Department 45-015:			533.00	0.00	0.00
Revenues			533.00	0.00	0.00
Account Category: Expenditures					
Department: 95-551 LIBRARY GIFTS & GRANTS					
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED		3,853.17	0.00	747.29
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT		299.99	0.00	844.61
Total Department 95-551:			4,153.16	0.00	1,591.90
Expenditures			4,153.16	0.00	1,591.90
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Account Category: Assets					
Department: 00-000					
99-00-000-11160	SPECIAL CLEARING ACCOUNT		0.00		(36,263.33)
99-00-000-11710	INVESTMENTS		215,953.08		285,569.63
99-00-000-16220	PREPAID EXPENSES		6,000.00		6,000.00
99-00-000-16230	DEFERRED EXPENDITURE		0.00		11,262.84
Total Department 00-000:			221,953.08		266,569.14
Assets			221,953.08		266,569.14
Account Category: Liabilities					
Department: 00-000					
99-00-000-21511	SOCIAL SECURITY TAX		0.00		(14.21)
99-00-000-21512	FEDERAL WITHHOLDING TAX		0.00		1,716.82
99-00-000-21513	WISCONSIN WITHHOLDING		0.00		883.23
99-00-000-21520	WI RETIREMENT		3,334.34		2,979.68
99-00-000-21530	HEALTH INSURANCE WITHHOLDING		0.00		(2,436.45)
99-00-000-21531	DENTAL INSURANCE WITHHOLDING		(52.30)		(25.07)
99-00-000-21532	VISION INSURANCE WITHHOLDING		0.00		74.30
99-00-000-21533	LIFE INSURANCE WITHHOLDING		0.00		3.60
99-00-000-21534	ACCIDENTAL INS WITHHOLDING		52.30		145.34
99-00-000-21590	FLEX BENEFIT		3,810.51		2,856.67
99-00-000-21700	ACCRUED PAYROLL		0.00		16,391.47
Total Department 00-000:			7,144.85		22,575.38
Liabilities			7,144.85		22,575.38
Account Category: Fund Equity					
Department: 00-000					
99-00-000-33900	UNAPPROPRIATED		177,868.83		177,868.83
99-00-000-34155	GIFTS & GRANTS RESTRICTED		(2,835.25)		(3,288.95)
99-00-000-34156	GIFTS & GRANTS UNRESTRICTED		2,835.25		2,835.25
Total Department 00-000:			177,868.83		177,415.13
Fund Equity			177,868.83		177,415.13
Account Category: Revenues					
Department: 40-001 LOCAL PROPERTY TAXES					
99-40-001-41321	MEQUON TAXES		282,929.00	1,150,000.00	287,500.00
99-40-001-41322	THIENSVILLE TAXES		27,837.75	113,676.00	28,419.00
99-40-001-41323	COUNTY REIMBURSEMENT		3,168.16	23,145.00	4,161.98
Total Department 40-001:			313,934.91	1,286,821.00	320,080.98
Department: 42-006 FINES & FORFEITURES					

ACCOUNT BALANCE (CUR/PREV YTD BALANCES) REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 03/31/2025

GL Number	Description	YTD Balance 03/31/2024 Normal (Abnormal)	2025 Amended Budget	YTD Balance 03/31/2025 Normal (Abnormal)
Fund: 99 F. L. WEYENBERG LIBRARY FUND				
Account Category: Revenues				
Department: 42-006 FINES & FORFEITURES				
99-42-006-46710	FINES & FEES	9,269.97	20,000.00	7,112.40
Total Department 42-006:		9,269.97	20,000.00	7,112.40
Department: 44-013 INTEREST INCOME				
99-44-013-48100	INVESTMENT INTEREST	3,605.93	14,000.00	2,104.21
Total Department 44-013:		3,605.93	14,000.00	2,104.21
Department: 45-014 SALE INCOME				
99-45-014-46711	BOOK SALES	9,088.32	11,500.00	4,635.68
99-45-014-46712	PHOTOCOPIER	946.90	2,500.00	783.65
Total Department 45-014:		10,035.22	14,000.00	5,419.33
Department: 45-015 OTHER INCOME				
99-45-015-48000	MISCELLANEOUS	0.00	1,500.00	2,518.44
99-45-015-49300	FUND BALANCE APPLIED	0.00	20,000.00	0.00
Total Department 45-015:		0.00	21,500.00	2,518.44
Revenues		336,846.03	1,356,321.00	337,235.36
Account Category: Expenditures				
Department: 91-551 LIBRARY STAFFING				
99-91-551-51100	SALARIES & WAGES	143,573.68	697,000.00	175,765.04
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	174.77	5,500.00	865.91
99-91-551-51199	FRINGE BENEFITS	48,831.43	205,491.00	35,052.55
99-91-551-52202	DUES & SUBSCRIPTIONS	1,784.60	2,837.00	1,193.10
99-91-551-52237	WORKER S COMPENSATION	708.00	1,336.00	668.00
99-91-551-57715	FLEX BENEFIT	1,877.30	1,900.00	0.00
99-91-551-57730	UNEMPLOYMENT COMPENSATION	0.00	14,000.00	1,480.00
Total Department 91-551:		196,949.78	928,064.00	215,024.60
Department: 92-551 LIBRARY ADMINISTRATION				
99-92-551-52201	POSTAGE	204.00	1,000.00	219.00
99-92-551-52206	AUDIT	1,816.00	3,975.00	0.00
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRAM	0.00	1,145.00	0.00
99-92-551-52243	ALL OTHER INSURANCE	17,297.50	19,429.00	16,290.50
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	3,613.01	16,548.00	617.36
99-92-551-52286	COMPUTERS	316.38	6,500.00	0.00
99-92-551-52287	MILEAGE	0.00	1,000.00	0.00
99-92-551-52288	FISCAL AGENT FEE	2,000.00	8,000.00	2,125.00
99-92-551-52289	PAYROLL PROCESSING	814.60	2,900.00	543.81
99-92-551-52290	CONSULTANTS	0.00	3,000.00	0.00
99-92-551-53300	OFFICE SUPPLIES	2,254.57	6,000.00	643.27
99-92-551-53301	PROCESSING SUPPLIES	1,634.04	5,000.00	522.53
99-92-551-53303	TELEPHONE	1,307.61	5,300.00	1,364.20
99-92-551-53307	SUPPLIES-COPY MACHINE	1,538.16	8,000.00	1,373.79
99-92-551-53358	DEBT COLLECTION	151.45	800.00	93.20
99-92-551-53359	MONARCH FEES	994.32	18,927.00	0.00
Total Department 92-551:		33,941.64	107,524.00	23,792.66
Department: 93-551 LIBRARY PROGRAM & COLLECTION				
99-93-551-53370	PROGRAMMING	605.58	5,000.00	739.41
99-93-551-53371	MEDIA	1,157.53	21,000.00	1,293.81
99-93-551-53372	E CONTENT	7,697.74	35,000.00	492.25
99-93-551-53373	PRINT	12,341.79	91,000.00	9,591.49
Total Department 93-551:		21,802.64	152,000.00	12,116.96
Department: 94-551 LIBRARY BUILDING				
99-94-551-52282	JANITORIAL SERVICE	10,706.00	43,380.00	10,845.00
99-94-551-52283	CONTRACTED-BUILDING	5,420.73	26,996.00	4,849.81
99-94-551-53306	JANITOR SUPPLIES	884.89	3,800.00	410.98
99-94-551-53308	BUILDING SUPPLIES	1,039.62	40,000.00	1,264.72
99-94-551-53360	UTILITIES	13,170.28	44,000.00	7,776.42
99-94-551-53361	SEWER & WATER	0.00	2,000.00	0.00
99-94-551-53374	HEALTH & SAFETY SUPPLIES	0.00	500.00	0.00
99-94-551-57700	BUILDING PROJECTS	0.00	8,057.00	0.00
Total Department 94-551:		31,221.52	168,733.00	25,146.93
Expenditures		283,915.58	1,356,321.00	276,081.15

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

Balance As of 03/31/2025

GL Number	Description	2025 Amended Budget	YTD Balance 03/31/2025 Normal (Abnormal)	Activity For 03/31/2025 Increase (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 97 FLW AMERICAN RESCUE PLAN ACT						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
97-08-003-43523	ARPA LOCAL RECOVERY FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 08-003 - GRANTS & AIDS		0.00	0.00	0.00	0.00	0.00
Revenues		0.00	0.00	0.00	0.00	0.00
Account Category: Expenditures						
Department: 94-551 LIBRARY BUILDING						
97-94-551-57700	BUILDING PROJECTS	0.00	0.00	0.00	0.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		0.00	0.00	0.00	0.00	0.00
Expenditures		0.00	0.00	0.00	0.00	0.00
Fund 97 - FLW AMERICAN RESCUE PLAN ACT:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	0.00	0.00	0.00	0.00
NET OF REVENUES & EXPENDITURES:		0.00	0.00	0.00	0.00	

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GL Number	Description	2025 Amended Budget	YTD Balance 03/31/2025 Normal (Abnormal)	Activity For 03/31/2025 Increase (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 98 FLW LIB GIFTS & GRANTS FUND						
Account Category: Revenues						
Department: 45-015 OTHER INCOME						
98-45-015-48590	LIB GIFTS & GRANTS RESTRICTED	0.00	0.00	0.00	0.00	0.00
98-45-015-48591	LIB GIFTS & GRANTS UNRESTRICT	0.00	0.00	0.00	0.00	0.00
Total Dept 45-015 - OTHER INCOME		0.00	0.00	0.00	0.00	0.00
Revenues		0.00	0.00	0.00	0.00	0.00
Account Category: Expenditures						
Department: 95-551 LIBRARY GIFTS & GRANTS						
98-95-551-57298	LIB GIFTS & GRANTS RESTRICTED	0.00	747.29	0.00	(747.29)	100.00
98-95-551-57299	LIB GIFTS & GRANTS UNRESTRICT	0.00	844.61	0.00	(844.61)	100.00
Total Dept 95-551 - LIBRARY GIFTS & GRANTS		0.00	1,591.90	0.00	(1,591.90)	100.00
Expenditures		0.00	1,591.90	0.00	(1,591.90)	100.00
Fund 98 - FLW LIB GIFTS & GRANTS FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		0.00	1,591.90	0.00	(1,591.90)	100.00
NET OF REVENUES & EXPENDITURES:		0.00	(1,591.90)	0.00	1,591.90	

REVENUE AND EXPENDITURE REPORT FOR VILLAGE OF THIENSVILLE

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GL Number	Description	2025 Amended Budget	YTD Balance 03/31/2025 Normal (Abnormal)	Activity For 03/31/2025 Increase (Decrease)	Available Balance 03/31/2025 Normal (Abnormal)	% Bdgt Used
Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Revenues						
Department: 08-003 GRANTS & AIDS						
99-08-003-43523	ARPA LOCAL RECOVERY FUNDS	0.00	0.00	0.00	0.00	0.00
Total Dept 08-003 - GRANTS & AIDS		0.00	0.00	0.00	0.00	0.00
Department: 40-001 LOCAL PROPERTY TAXES						
99-40-001-41321	MEQUON TAXES	1,150,000.00	287,500.00	0.00	862,500.00	25.00
99-40-001-41322	THIENSVILLE TAXES	113,676.00	28,419.00	0.00	85,257.00	25.00
99-40-001-41323	COUNTY REIMBURSEMENT	23,145.00	4,161.98	0.00	18,983.02	17.98
Total Dept 40-001 - LOCAL PROPERTY TAXES		1,286,821.00	320,080.98	0.00	966,740.02	24.87
Department: 42-006 FINES & FORFEITURES						
99-42-006-46710	FINES & FEES	20,000.00	7,112.40	379.80	12,887.60	35.56
Total Dept 42-006 - FINES & FORFEITURES		20,000.00	7,112.40	379.80	12,887.60	35.56
Department: 44-013 INTEREST INCOME						
99-44-013-48100	INVESTMENT INTEREST	14,000.00	2,104.21	0.00	11,895.79	15.03
Total Dept 44-013 - INTEREST INCOME		14,000.00	2,104.21	0.00	11,895.79	15.03
Department: 45-014 SALE INCOME						
99-45-014-46711	BOOK SALES	11,500.00	4,635.68	647.65	6,864.32	40.31
99-45-014-46712	PHOTOCOPIER	2,500.00	783.65	304.80	1,716.35	31.35
Total Dept 45-014 - SALE INCOME		14,000.00	5,419.33	952.45	8,580.67	38.71
Department: 45-015 OTHER INCOME						
99-45-015-48000	MISCELLANEOUS	1,500.00	2,518.44	60.00	(1,018.44)	167.90
99-45-015-48593	LIBRARY GIFTS & GRANTS	0.00	0.00	0.00	0.00	0.00
99-45-015-48594	GIFTS & GRANTS	0.00	0.00	0.00	0.00	0.00
99-45-015-49300	FUND BALANCE APPLIED	20,000.00	0.00	0.00	20,000.00	0.00
Total Dept 45-015 - OTHER INCOME		21,500.00	2,518.44	60.00	18,981.56	11.71
Revenues		1,356,321.00	337,235.36	1,392.25	1,019,085.64	24.86
Account Category: Expenditures						
Department: 91-551 LIBRARY STAFFING						
99-91-551-51100	SALARIES & WAGES	697,000.00	175,765.04	68,362.76	521,234.96	25.22
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	5,500.00	865.91	514.03	4,634.09	15.74
99-91-551-51199	FRINGE BENEFITS	205,491.00	35,052.55	12,314.78	170,438.45	17.06
99-91-551-52202	DUES & SUBSCRIPTIONS	2,837.00	1,193.10	466.00	1,643.90	42.05
99-91-551-52237	WORKER S COMPENSATION	1,336.00	668.00	0.00	668.00	50.00
99-91-551-57715	FLEX BENEFIT	1,900.00	0.00	0.00	1,900.00	0.00
99-91-551-57730	UNEMPLOYMENT COMPENSATION	14,000.00	1,480.00	1,480.00	12,520.00	10.57
Total Dept 91-551 - LIBRARY STAFFING		928,064.00	215,024.60	83,137.57	713,039.40	23.17
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52201	POSTAGE	1,000.00	219.00	0.00	781.00	21.90
99-92-551-52206	AUDIT	3,975.00	0.00	0.00	3,975.00	0.00
99-92-551-52241	EMPLOYEE ASSISTANCE PROGRAM	1,145.00	0.00	0.00	1,145.00	0.00
99-92-551-52243	ALL OTHER INSURANCE	19,429.00	16,290.50	0.00	3,138.50	83.85
99-92-551-52284	CONTRACTED SERVICES-TECHNOLOGY	16,548.00	617.36	133.34	15,930.64	3.73
99-92-551-52285	WEPCO LEASE	0.00	0.00	0.00	0.00	0.00
99-92-551-52286	COMPUTERS	6,500.00	0.00	0.00	6,500.00	0.00
99-92-551-52287	MILEAGE	1,000.00	0.00	0.00	1,000.00	0.00

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Fund: 99 F. L. WEYENBERG LIBRARY FUND						
Account Category: Expenditures						
Department: 92-551 LIBRARY ADMINISTRATION						
99-92-551-52288	FISCAL AGENT FEE	8,000.00	2,125.00	0.00	5,875.00	26.56
99-92-551-52289	PAYROLL PROCESSING	2,900.00	543.81	125.59	2,356.19	18.75
99-92-551-52290	CONSULTANTS	3,000.00	0.00	0.00	3,000.00	0.00
99-92-551-53300	OFFICE SUPPLIES	6,000.00	643.27	0.00	5,356.73	10.72
99-92-551-53301	PROCESSING SUPPLIES	5,000.00	522.53	319.33	4,477.47	10.45
99-92-551-53303	TELEPHONE	5,300.00	1,364.20	0.00	3,935.80	25.74
99-92-551-53307	SUPPLIES-COPY MACHINE	8,000.00	1,373.79	711.98	6,626.21	17.17
99-92-551-53358	DEBT COLLECTION	800.00	93.20	0.00	706.80	11.65
99-92-551-53359	MONARCH FEES	18,927.00	0.00	0.00	18,927.00	0.00
Total Dept 92-551 - LIBRARY ADMINISTRATION		107,524.00	23,792.66	1,290.24	83,731.34	22.13
Department: 93-551 LIBRARY PROGRAM & COLLECTION						
99-93-551-53370	PROGRAMMING	5,000.00	739.41	193.75	4,260.59	14.79
99-93-551-53371	MEDIA	21,000.00	1,293.81	597.84	19,706.19	6.16
99-93-551-53372	E CONTENT	35,000.00	492.25	235.80	34,507.75	1.41
99-93-551-53373	PRINT	91,000.00	9,591.49	479.41	81,408.51	10.54
Total Dept 93-551 - LIBRARY PROGRAM & COLLECTION		152,000.00	12,116.96	1,506.80	139,883.04	7.97
Department: 94-551 LIBRARY BUILDING						
99-94-551-52282	JANITORIAL SERVICE	43,380.00	10,845.00	0.00	32,535.00	25.00
99-94-551-52283	CONTRACTED-BUILDING	26,996.00	4,849.81	0.00	22,146.19	17.96
99-94-551-53306	JANITOR SUPPLIES	3,800.00	410.98	0.00	3,389.02	10.82
99-94-551-53308	BUILDING SUPPLIES	40,000.00	1,264.72	175.87	38,735.28	3.16
99-94-551-53360	UTILITIES	44,000.00	7,776.42	3,679.13	36,223.58	17.67
99-94-551-53361	SEWER & WATER	2,000.00	0.00	0.00	2,000.00	0.00
99-94-551-53374	HEALTH & SAFETY SUPPLIES	500.00	0.00	0.00	500.00	0.00
99-94-551-57700	BUILDING PROJECTS	8,057.00	0.00	0.00	8,057.00	0.00
Total Dept 94-551 - LIBRARY BUILDING		168,733.00	25,146.93	3,855.00	143,586.07	14.90
Expenditures		1,356,321.00	276,081.15	89,789.61	1,080,239.85	20.36
Fund 99 - F. L. WEYENBERG LIBRARY FUND:						
TOTAL REVENUES		1,356,321.00	337,235.36	1,392.25	1,019,085.64	24.86
TOTAL EXPENDITURES		1,356,321.00	276,081.15	89,789.61	1,080,239.85	20.36
NET OF REVENUES & EXPENDITURES:		0.00	61,154.21	(88,397.36)	(61,154.21)	
Report Totals:						
TOTAL REVENUES - ALL FUNDS		1,356,321.00	337,235.36	1,392.25	1,019,085.64	24.86
TOTAL EXPENDITURES - ALL FUNDS		1,356,321.00	277,673.05	89,789.61	1,078,647.95	20.47
NET OF REVENUES & EXPENDITURES:		0.00	59,562.31	(88,397.36)	(59,562.31)	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 03/01/2025 - 03/31/2025

POSTED AND UNPOSTED

OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 00-000					
99-00-000-11160	PAYROLL TAX/WAGES PD 3-21-	ADP, LLC	PAYROLL TAX/WAGES PD 3-21-2025	18,058.80	None
99-00-000-21511	SOCIAL SECURITY TAX	ADP, INC.	WAGES & TAXES/CK DATE 3-7-2025	3,714.68	1968
99-00-000-21511	PAYROLL TAX/WAGES PD 3-21-	ADP, LLC	PAYROLL TAX/WAGES PD 3-21-2025	1,843.12	None
99-00-000-21512	FEDERAL WITHHOLDING TAX	ADP, INC.	WAGES & TAXES/CK DATE 3-7-2025	1,707.06	1968
99-00-000-21512	PAYROLL TAX/WAGES PD 3-21-	ADP, LLC	PAYROLL TAX/WAGES PD 3-21-2025	1,716.82	None
99-00-000-21513	WISCONSIN WITHHOLDING	ADP, INC.	WAGES & TAXES/CK DATE 3-7-2025	884.99	1968
99-00-000-21513	PAYROLL TAX/WAGES PD 3-21-	ADP, LLC	PAYROLL TAX/WAGES PD 3-21-2025	883.23	None
99-00-000-21520	WI RETIREMENT	WISCONSIN RETIREMENT SYSTE	2025-03 WRS	3,277.77	1969
99-00-000-21530	HEALTH INSURANCE WITHHOLDI	DEPT. OF EMPLOYEE TRUST FU	2025-04 HEALTH INSURANCE	1,218.83	1967
99-00-000-21533	LIFE INSURANCE WITHHOLDING	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	3.60	29377
99-00-000-34155	GIFTS & GRANTS RESTRICTED	ILLINOIS LIBRARY ASSOCIATI	2025 IREAD SRP	453.70	29369
Total Department 00-000				33,762.60	
Department: 91-551 LIBRARY STAFFING					
99-91-551-51100	SALARIES & WAGES	ADP, INC.	WAGES & TAXES/CK DATE 3-7-2025	18,204.53	1968
99-91-551-51115	TRAVEL/TRAINING/SEMINARS	ELAN FINANCIAL SERVICES	MISCELLANEOUS	514.03	None
99-91-551-51199	FRINGE BENEFITS	DEPT. OF EMPLOYEE TRUST FU	2025-04 HEALTH INSURANCE	8,938.11	1967
99-91-551-51199	FRINGE BENEFITS	WISCONSIN RETIREMENT SYSTE	2025-03 WRS	3,277.77	1969
99-91-551-51199	FRINGE BENEFITS	SECURIAN FINANCIAL GROUP,	LIFE INSURANCE	98.90	29377
99-91-551-51199	PAYROLL TAX/WAGES PD 3-21-	ADP, LLC	PAYROLL TAX/WAGES PD 3-21-2025	1,843.15	None
99-91-551-52202	DUES & SUBSCRIPTIONS	AMERICAN LIBRARY ASSOCIATI	ANNUAL MEMBERSHIP	295.00	29364
99-91-551-52202	DUES & SUBSCRIPTIONS	ELAN FINANCIAL SERVICES	MISCELLANEOUS	171.00	None
99-91-551-57730	UNEMPLOYMENT COMPENSATION	DIVISION OF UNEMPLOYMENT I	UNEMPLOYMENT	1,480.00	None
Total Department 91-551 LIBRARY STAFFING				34,822.49	
Department: 92-551 LIBRARY ADMINISTRATION					
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ELAN FINANCIAL SERVICES	MISCELLANEOUS	133.34	None
99-92-551-52284	CONTRACTED SERVICES-TECHNO	ENVISIONWARE, INC.	SERVICE CONTRACTS	2,627.09	None
99-92-551-52289	2025-03-07 ADP ESSENTIAL P	ADP, INC.	2025-03-07 ADP ESSENTIAL PAYROLL	61.24	None
99-92-551-52289	PAYROLL PROCESSING	ADP, INC.	ADP ESSENTIAL PAYROLL	64.35	None
99-92-551-53301	PROCESSING SUPPLIES	AMAZON CAPITAL SERVICES	PROCESSING SUPPLIES	319.33	29363
99-92-551-53303	TELEPHONE	AT&T (OFFICE@HAND)	2025-03 PHONE SERVICE	457.92	None
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE	169.88	None
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIERS LEASES	118.85	None
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	COPIES MADE	260.40	29368
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	BLACK TONER	14.00	29368
99-92-551-53307	SUPPLIES-COPY MACHINE	FORWARD TS	CYAN TONER	14.00	None
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIER LEASE	30.00	None
99-92-551-53307	SUPPLIES-COPY MACHINE	GREATAMERICA	COPIERS LEASE	118.85	None
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	2024-10 PLACEMENTS	69.90	None
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	2024-12 PLACEMENTS	46.60	None
99-92-551-53358	DEBT COLLECTION	UNIQUE MANAGEMENT SERVICES	2025-02 PLACEMENTS	128.15	None
99-92-551-53359	MONARCH FEES	MONARCH LIBRARY SYSTEM	BOOK PAGE	528.00	None
Total Department 92-551 LIBRARY ADMINISTRATION				5,161.90	
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	PROGRAM SUPPLIES	81.30	29373
99-93-551-53370	PROGRAMMING	PIGGLY WIGGLY	CAKE	60.00	29373
99-93-551-53370	PROGRAMMING	ELAN FINANCIAL SERVICES	MISCELLANEOUS	52.45	None
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	VIDEO GAMES	334.92	29363

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 03/01/2025 - 03/31/2025

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
Fund: 99 F. L. WEYENBERG LIBRARY FUND					
Department: 93-551 LIBRARY PROGRAM & COLLECTION					
99-93-551-53371	MEDIA	AMAZON CAPITAL SERVICES	VIDEO GAME	49.99	29363
99-93-551-53371	MEDIA	ELAN FINANCIAL SERVICES	MISCELLANEOUS	212.93	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	85.91	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	20.14	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	131.18	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	68.55	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	28.13	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	82.95	None
99-93-551-53371	MEDIA	BAKER & TAYLOR	COLLECTION MEDIA	193.94	None
99-93-551-53372	E CONTENT	KANOPY INC	2025-02 DIGITAL VIDEO	235.80	29370
99-93-551-53373	PRINT	PLAYAWAY PRODUCTS	WONDERBOOKS	109.98	29374
99-93-551-53373	PRINT	AMAZON CAPITAL SERVICES	COLLECTION PRINT	25.98	29363
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	343.45	29365
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	1,043.92	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	377.22	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION AUTOMATICALLY YOURS	223.03	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	843.32	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION PRINT	434.50	None
99-93-551-53373	PRINT	BAKER & TAYLOR	COLLECTION AUTOMATICALLY YOURS	373.98	None
Total Department 93-551 LIBRARY PROGRAM & COLLECTION				5,413.57	
Department: 94-551 LIBRARY BUILDING					
99-94-551-52282	JANITORIAL SERVICE	ENVIRONMENT CONTROL	2024-04 JANITORIAL SERVICE	3,615.00	None
99-94-551-52283	CONTRACTED-BUILDING	NEXUS PEST SOLUTIONS	2025-03 PEST CONTROL	75.00	None
99-94-551-53306	JANITOR SUPPLIES	BELL TAPE INC	JANITORIAL SUPPLIES	602.07	None
99-94-551-53308	BUILDING SUPPLIES	QUALITY DOOR & HARDWARE	AUTO DOOR TRANSMITTER	144.06	29375
99-94-551-53308	BUILDING SUPPLIES	ELAN FINANCIAL SERVICES	MISCELLANEOUS	31.81	None
99-94-551-53308	BUILDING SUPPLIES	ADVANCED CHILLER SERVICES	IVU TRAINING	524.00	None
99-94-551-53308	BUILDING SUPPLIES	ADVANCED CHILLER SERVICES	HVAC SERVICE	2,318.40	None
99-94-551-53308	BUILDING SUPPLIES	R.M. DETTMAN DECORATING CO	WALL REPAIR & PAINTING	2,512.50	None
99-94-551-53360	UTILITIES	WE ENERGIES	2025-02 ELECTRIC SERVICE	2,414.57	None
99-94-551-53360	UTILITIES	WE ENERGIES	2025-02 GAS SERVICE	1,264.56	None
Total Department 94-551 LIBRARY BUILDING				13,501.97	
Total Fund 99 F. L. WEYENBERG LIBRARY FUND				92,662.53	

INVOICE DISTRIBUTION REPORT FOR VILLAGE OF THIENSVILLE

POST DATES 03/01/2025 - 03/31/2025

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OPEN AND PAID

GL Number	Invoice Line Desc	Vendor Name	Invoice Description	Amount	Check Number
---	TOTALS BY FUND ---	99	F. L. WEYENBERG LIBRARY FUND	92,662.53	

Date: April 9, 2025
To: Frank L. Weyenberg Board of Trustees
From: Rachel Muchin Young
Re: Director's Report April 2025

MEETINGS AND ACTIVITIES:

- MLS Directors Chat, 3/21
- FOWL Board of Directors, 3/20
- All Staff Training 3/21
- T-M Rotary Meetings, 3/25, 4/1, 4/8
- MLS ILS Committee, 3/27
- Fine Arts Event: Stas Venglevski, 3/30 – *Fabulous Turnout!*
- Hook, Yarn & Stitch, 4/3
- Walkthru w/ Environment Control, 4/7
- Village of Thiensville Committee of the Whole, 4/7
- MLS Governance Committee, 4/8
- City of Mequon Common Council, 4/8
- MT Chamber of Commerce Luncheon, 4/9
- MLS Directors Council, 4/10
- MLS Resources Advisory Workgroup, 4/16
- Regular and As-Needed Adult and Children's Reference Desk, and Circulation Dept. shifts

FUN FACT:

The Fine Arts Event, Sunday, March 30, was extremely well attended. Our gate count that day was 301 (compared to an average of 183 for the prior four Sundays). Tuesday, April 1, was election day, with a gate count of 1,380. The prior Tuesday's count was 484.

PERSONNEL MATTERS:

We've had a chaotic month. After a series of interviews we offered the position to one of the candidates who first accepted, then needed to decline the offer. Another candidate from the initial pool did accept the position and is starting April 15.

Emily Vosberg has hired not only the Page Level 2, but also the regular Page. We are now fully staffed at 19.

Staff training was very informative. The Dementia-Friendly Training will help us serve all of our patrons. Additionally, we discussed plans for the upcoming Summer Reading Program, our new strategic plan, and staff resources including our Employee Assistance Program.

OPERATIONS ACTIVITIES:

We have had some issues with our HVAC System. I asked our Preventative Maintenance vendor to put together a list of issues in order of priority, and the investment that will be required to repair them. We will work through this list throughout the year. For one repair we will need to drain the hot water system, so this will be done in spring. All expenditures fall within budgeted amounts.

Even the expense for our Friday evening plumbing emergency fits within our budget, though it would not have with the plumber we had been using. We found a more economical and responsive vendor.

We've asked the City of Mequon Water Utility to look into our water usage for the first quarter since our bill was significantly higher than usual. We know one of our commodes was running, but I hadn't imagined it would have used that much water. We were notified by the Water Utility that our usage is back to normal levels.

In an effort to save money, I am investigating using Constant Contact in lieu of MailChimp for our monthly eNewsletter. So far it looks good. I will have made a decision by the meeting.

I met with a company that gauges website accessibility. I do not yet have an estimate as to the cost, but this may be something we will utilize in meeting our strategic goals.

MONARCH LIBRARY SYSTEM:

I continue to serve on the Governance (Secretary) and ILS (Vice Chair) Committees, and the Resources Advisory Workgroup (Facilitator), as well as Directors Council. The System continues to be a valuable resource for us, particularly in light of the senseless dismantling of the Institute of Museum and Library Services (IMLS).

System Director Riti Grover offers some tips for talking to stakeholders:

When presenting to local officials/decision makers:

- First, be the rock star you always are talking about the **great things you do for your communities every single day.**
 - Do not forget to share **statistics** on your circulation, programming, and library visits etc.
 - Also, use this opportunity as an **advocacy platform** to share library stories or messages from patrons on why they love their library!
 - Motivate them to continue or enhance your funding so you can keep enriching your local community!
- Second, feel free to mention the **role of the System** in providing **all services** including the
 - IT network
 - ILS platform and trainings
 - Catalog
 - CE Resources
 - Consultations and support
 - Databases and Digital content
 - the amazing Monarch delivery services etc.

All for a **highly discounted price or for free**; so you can meet the needs & demands of your community within the limited operating budget(s).

- Third, mention the services that help supplement/add to your services and programs due to LSTA funds. You can add
 - any LSTA Grant you may have received in past few years for equipment/program/building

- WISCAT services
- State Interlibrary Loan delivery
- TEACH line
- DPI's initiation of WI Digital Library,
- and BadgerLink, etc
- (for more [Library Services and Technology Act funding infographic](#)).

FRIENDS:

The Friends are busy planning an entire year of events! Visit their webpage for details and volunteer opportunities: <https://www.flwlib.org/443/Friends-of-Weyenberg-Library>.

FOUNDATION:

Mark your calendars for the second 2025 Fine Arts Event featuring the Father/Daughter duet, Elm Duo. This event will be Sunday, May 4, at 1:30pm.

Date: April 16, 2025
To: Frank L. Weyenberg Library Board of Trustees
From: Ashley Pike
Re: Assistant Library Director, Patron Services Department Report

My activities since the last Board of Trustees meeting have included:

- Books & Media Ordering, 3/17, 3/24, 4/7, 4/14
- Staff In-Service Training, 3/21
- Program: Weyenberg Movie Matinee, 3/21
- Program: Math Morsels, 3/22
- Program: Children's Movie Matinee, 3/24
- Friends Program: Jigsaw Puzzle Competition, 3/26
- Program: Mini-Golf @ the Library, 3/26
- Monarch System Meeting: Public Info Workgroup, 3/25
- Program: Family Storytime, 3/25, 3/26, 4/8, 4/9
- 2nd Interview with Admin Assistant Candidate, 3/26
- 2nd Interview with Admin Assistant Candidate, 3/27
- Program: Spice of the Month Kits, 4/1
- Virtual Meeting: PBS Cohort Planning Call, 4/2
- Program: Weyenberg Movie Matinee, 4/4
- Webinar: The First Amendment and Libraries, 4/9
- Program: Piggy Bank Pals, 4/11
- Program: Saturday LEGO Club, 4/12
- Program: M-T Community Book Club, 4/15
- Program: PWSB Empowering Seniors Against Scams, 4/16
- Webinar: Swank: Introducing Streaming for Public Libraries, 4/16

OTHER TASKS & TIDBITS

-We are currently reaching out to the schools to set up summer reading visits. All three 1st grades visits to the library have been planned. One of our librarians has also scheduled a school visit for the Donges Bay 3rd, 4th & 5th grades. And we have heard back from Lake Shore Middle School and will just be doing a video presentation this year for the 6th & 7th graders.

-On April 7, the library did an offsite storytime for the MATC daycare program for Week of the Young Child. Library staff regularly does four offsite storytimes every month. We visit Gan Ami Preschool, North Shore Preschool -West Mequon, Kids Rule Academy, and the new North Shore Preschool -East Mequon.

-Our staff in-service day on Friday, March 21 seemed to go well. A big portion of the morning was spent on dementia-friendly training with the Aging and Disability Resource Center of Ozaukee County. Since we had 5+ staff members that had not previously had the training, it was great having ADRC come out again.

UPCOMING LIBRARY PROGRAMS

ADULTS

- Drop-In Tech Help (2x a month)
- Evening Readers Book Club (monthly)
- History Book Club (monthly)
- Hook, Yarn & Stitch Club (monthly)
- Monarch Memory Café (triannual, January, May, September)
- Movie Matinees (1st & 3rd Fridays monthly)
- Throwback Movie Matinees (Last Saturdays, monthly)
- Mequon-Thiensville Community Book Club (monthly)
- Philosophers in the Midst of History series (quarterly)
- Spice of the Month Club Kits (monthly)
- Creating a Backyard Wildlife Habitat (April)
- Empowering Seniors Against Scams, Money Smart Week (April)
- Be the Superhero of Your Own Financial Story, Money Smart Week (April)
- Money Matters: Fun Financial Basics for Young Families, Money Smart Week (April)
- The Road to Medicare (April)
- The 10 Warning Signs of Alzheimer's (May)
- Ice Age National Scenic Trail (May)
- Rain Gardens & Rain Barrels (June)

TEENS

- Dungeons & Dragons Character Workshop (June)
- Dungeons & Dragons, Tuesday Campaign A & B (biweekly for 6 sessions starting in February)
- Dungeons & Dragons: Wednesday Session (June 25-August 6)
- Dungeons & Dragons: Thursday Session (June 26-August 7)
- Teen Exam Cram (June)
- Battle of the Books (July)

CHILDREN

- Family Storytime (weekly on Tuesdays & Wednesdays ending May 7)
- Shake & Shimmy Storytime (biweekly until May 5, starts again June 16)
- Read & Create Storytime (monthly)
- Tiny Dancers (monthly)
- Monday LEGO Club (monthly)
- Saturday LEGO Club (monthly)
- Parachute Play (monthly)
- Nintendo Switch Days (monthly)
- Little Scientists (monthly)
- Little Artists (monthly)
- Throwback Family Movie Matinees (monthly)
- Piggy Bank Pals (monthly with PWSB through May)
- Children's Movie Matinees (April, June, July, August)
- Gan Ami Preschool Offsite Storytime (monthly)
- North Shore Preschool and Child Care Offsite Storytime (2 locations, monthly)
- Kids Rule Academy Offsite Storytime (monthly)
- MATC Storytime (April)
- Tuesday Village Market Storytimes (weekly from June 17-August 19)
- Wednesday Storytime on the Lawn (weekly from June 18-August 20)
- Zoom In! Insects (PBS Co-hort program, June, July & August)
- Book Explorers, A Book Club for Older Elementary students (June, July & August)
- SRP Kickoff Event with Fox & Branch (June)
- Cattail Critters (June, 2 sessions)
- STEAM Camp (July 7-11)
- J&R Aquatic Animal Rescue (July)
- Reader's Theater Camp (July 21-25)
- Hoop Elation (August)

ALL AGES

- Family BINGO Night (monthly)
- Chess Club: All Ages (monthly)
- Fine Arts Series (March, May, September, November)
- Level Up! Craft Night (June, July & August)

Date: 4/9/2025

To: Frank L. Weyenberg Library Board of Trustees

From: Emily Vosberg

Re: Access Services Manager Report, April 2024

Activities since the last Board of Trustees meeting include:

- 3/21 – Staff In-Service
- 3/25 – Webinar: Library Inventory
- 4/3 – Willowbrook Outreach Event
- 4/6-4/19 – Food for Fines Event
- 4/7-11 – National Library Week
- 4/9 – Webinar: First Amendment Rights in Libraries

Statistics: March 2024

- Checkouts: 23,439
- Library Card creations: 128
- Quick Pickup Appointments: 19

Other:

- At our staff in-service Friday, March 21st, we discussed our new strategic plan, the 2024 annual report, summer reading, and ended the morning with dementia friendly training by the ADRC.
 - The library closed early later that day due to a plumbing issue. The plumber was able to rectify the problem, and we opened as usual the following day.
- For National Library Week, we ran a small social media campaign highlighting our annual report statistics from 2024. We also made library-themed pinback buttons to have at our service desks all week.
- We started our annual Food for Fines event on April 6th. During this event, patrons can donate non-perishable food items and in exchange we will forgive \$2 in overdue fines. We partnered with Family Sharing of Ozaukee County for this program. This program will run until Saturday, April 19th.
- Our Library Page Level 2 started on Thursday, March 27th. She is adjusting well to the new position.
- I have hired Elysia Anderson for the Library Page position. She is a local student who is very excited to start work in libraries. Her start date is Tuesday, April 15th.

Set up an Outlook account on the iOS Mail app

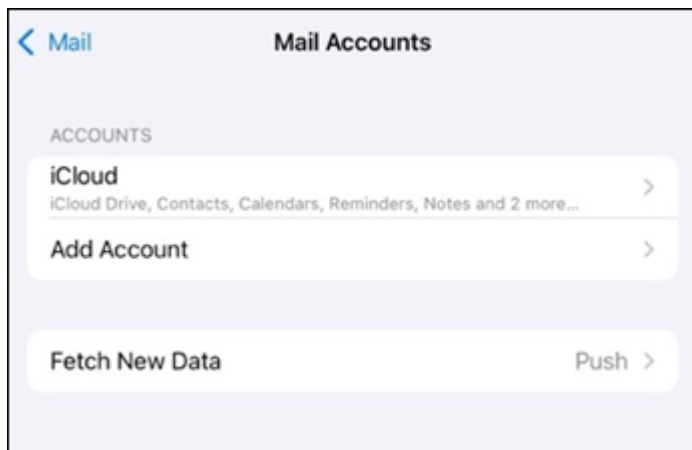
If you're trying to sign in to Office with your Microsoft account, you may get a message asking you for parental permission or to verify your age.

For more information about why you're seeing this and how to resolve it, see [Parental consent and Microsoft child accounts](#).

Set up a Microsoft 365, Exchange, or Outlook email in the iOS Mail app

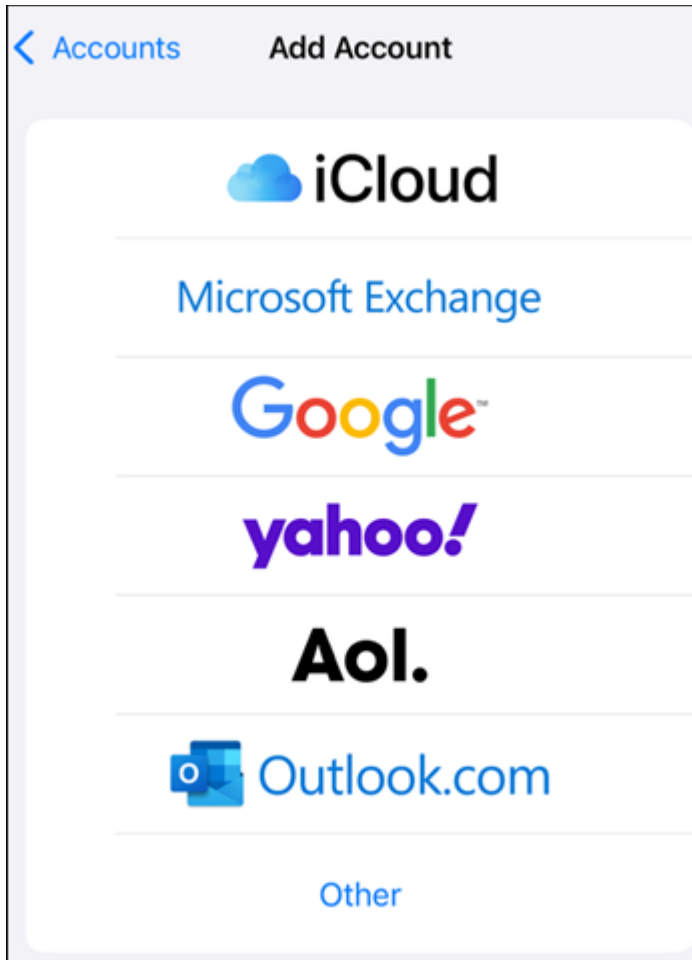
1

Go to your iPhone or iPad's **Settings** > scroll down and tap **Apps** > **Mail** > **Mail Accounts** > **Add Account**.



2

Select **Microsoft Exchange**.

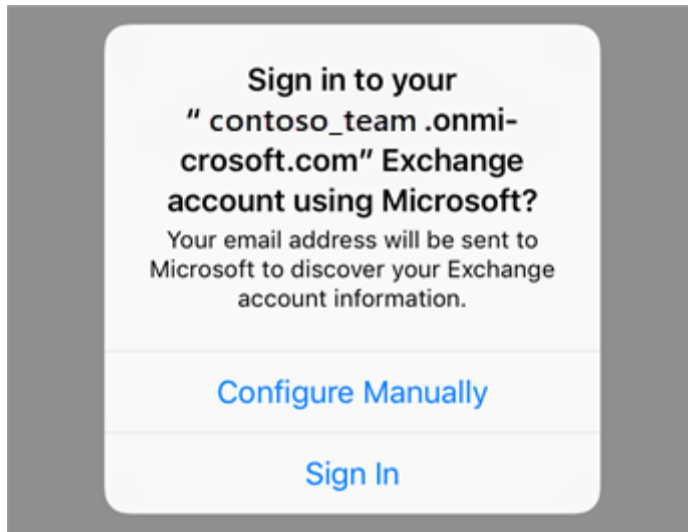


3

Enter your Microsoft 365, Exchange, or Outlook email address and a description of your account. Tap **Next**.

Cancel	Exchange	Next
Email	TRoussel@contoso.com	
Description	Exchange	

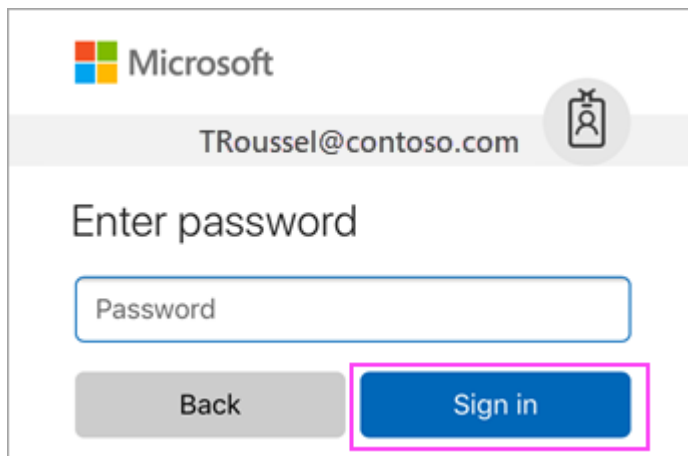
Tap **Sign In**.



Note: Tap **Configure manually** if you need to enter [server settings](#).

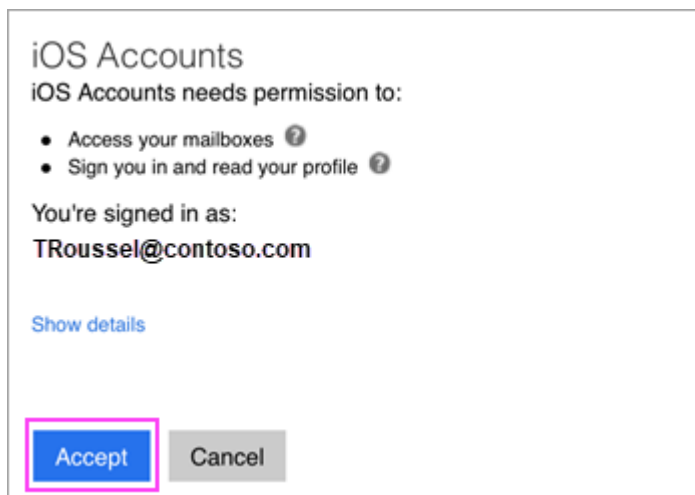
4

Enter the password associated with your email account. Tap **Sign in** or **Next**.



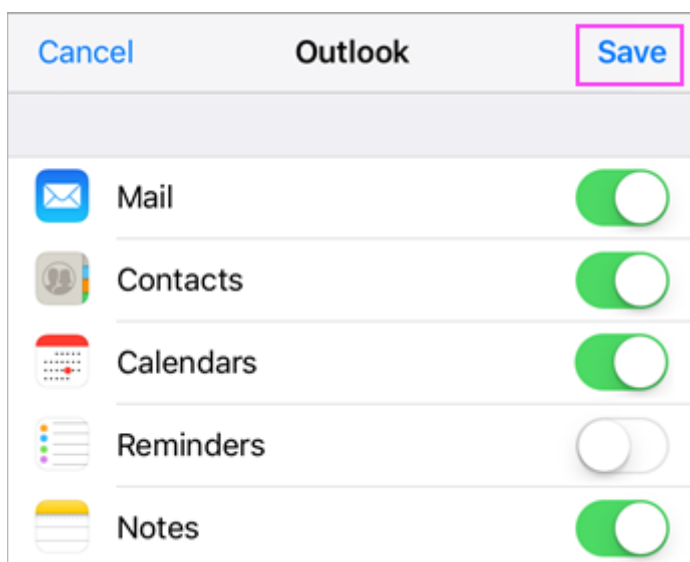
5

The Mail app may request certain permissions. Tap **Accept**.



6

Choose the services you want to sync with your iOS device and tap **Save**. You're done!



Having trouble? We can help.

If you still need help setting up email on your iOS device, tell us about your question in detail using the comment box below so we can address it in the future.

For the best experience, we recommend the [Outlook for iOS mobile app](#). For troubleshooting tips, see [Troubleshoot email setup on mobile FAQ](#).

You can also contact support:

- If you are having issues with the iOS Mail app, contact [Apple Support](#).

- If you have a Microsoft 365 work or school account that uses Microsoft 365 for business or Exchange-based accounts, talk to your Microsoft 365 admin or technical support.
- For all other accounts, contact [Microsoft support](#).



Need more help?

Want more options?

DiscoverCommunityContact Us



How to Set Up MFA

Two-factor authentication (2FA) is an easy way to provide greatly increased security to your work account. With 2FA enabled, a potential hacker would not be able to access your account, even if they know your username and password. This will prevent others from sending phishing emails from your account without your knowledge, as well. This process relies on two factors of security: something you know (your password), and something you have (typically a smartphone or physical security key). This method uses a smartphone as the second security factor, which is useful for those who will always be carrying a phone with them wherever they are. If you do not carry your phone with you or it is otherwise inaccessible while you work, you should consider contacting either your supervisor or the Monarch IT department about a physical security key – not that there is a cost to purchasing a security key, while the smartphone app is free. Regardless of the method chosen, you will need it with you any time you may need to log in to your work account.

The timing for enabling 2FA will be announced by the Monarch IT department. Once 2FA is enabled for your account, the next time you visit a related Office website (such as outlook.com) or use a Microsoft-affiliated desktop application (such as Teams, Word, etc.), you will see a popup stating that more information is now required:



@monarchlibraries.org

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)

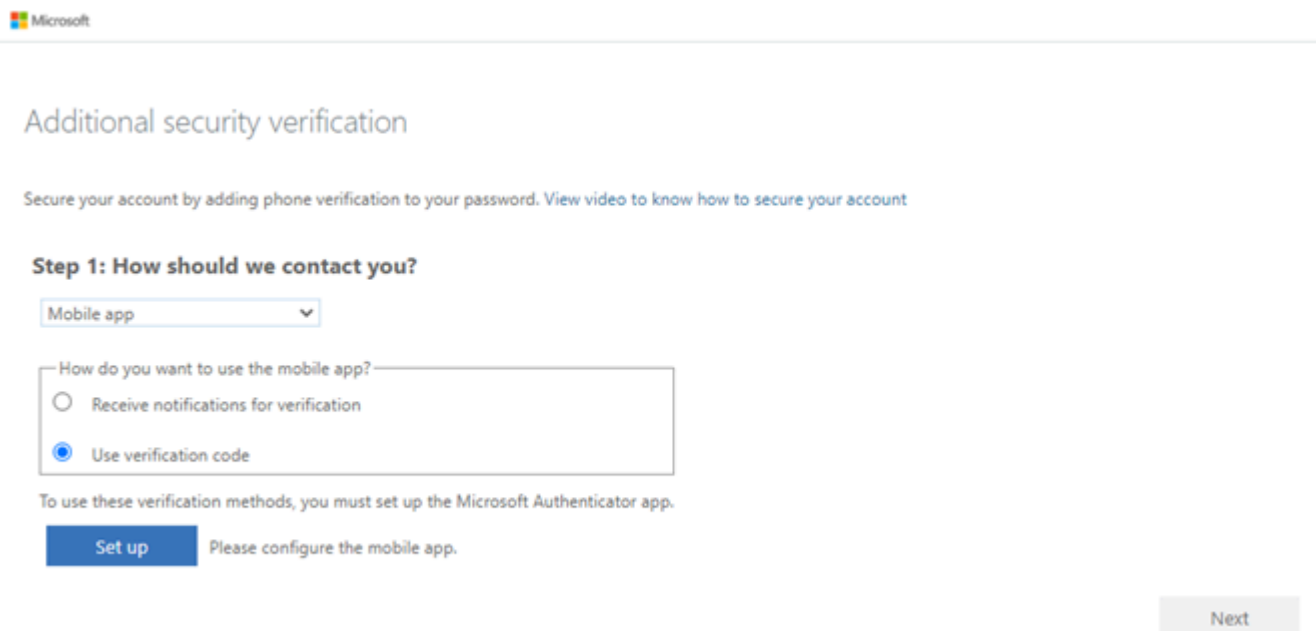
[Learn more](#)

[Next](#)

Use a desktop computer for the next several steps. **Please make sure you are using a computer or a device different from the smartphone you will be using for authentication for the next steps.**

Click next and follow the instructions on screen. You will soon be asked to make a choice between two security methods. Both methods are equally secure, and it is a matter of personal preference which one you choose. The first method, “Receive notifications for verification,” will send a push notification to your smartphone, asking you

to approve a new login. This method is simplest for most users, and does not require you to open the app or copy a code – simply pressing “Approve” on the notification will allow you to log in. Option 2, “Use verification code,” will generate a 6-digit code that changes every 30 seconds. You will be required to copy this code from your authenticator application to your login screen. This method is primarily an option for users who are already familiar with 2FA and may already have a 2FA app on their phone, as it is compatible with other 2FA apps such as Google Authenticator and Authy, reducing the need to have an app just for their work account.



The screenshot shows the Microsoft account security verification setup screen. At the top left is the Microsoft logo. The main heading is "Additional security verification". Below it is a sub-heading: "Secure your account by adding phone verification to your password. View video to know how to secure your account". The section is titled "Step 1: How should we contact you?". There is a dropdown menu with "Mobile app" selected. Below that is a question: "How do you want to use the mobile app?". There are two radio button options: "Receive notifications for verification" (unselected) and "Use verification code" (selected). Below the options is a note: "To use these verification methods, you must set up the Microsoft Authenticator app." There is a blue "Set up" button and a grey "Next" button.

Make your selection, “receive notifications for verification”, this will ask if it is you to approve on your smartphone, “Use verification code”, you will need to put in the code. Click Set Up and proceed to the instructions for the selection you have made. Note that after you finish setting up, you may change your security method at any time by visiting <https://mysignins.microsoft.com/security-info>

Receive notifications for verification

You will come up to the following screen:

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code:

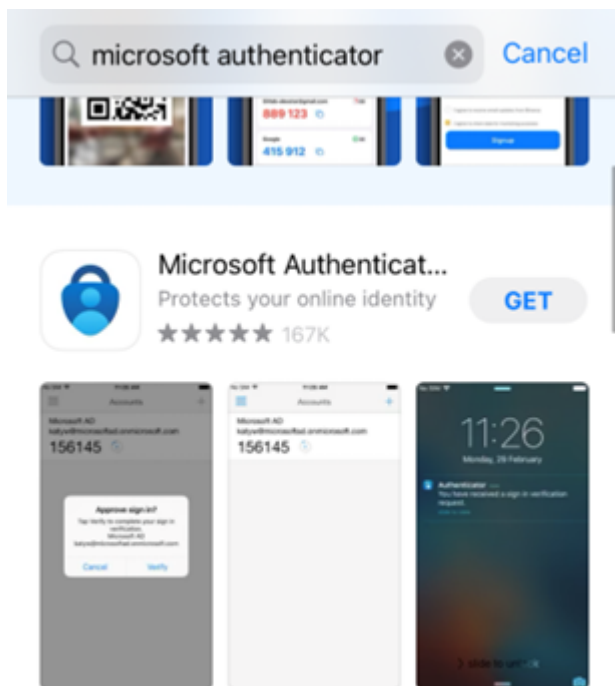
Url:

If the app displays a six-digit code, choose "Next".

Next

cancel

You should now download the Microsoft Authenticator app to your smartphone, **but do not log in to your work account at this time.**



Open the app on your phone. If requested to **allow Notifications**, answer **yes**.



Skip

Peace of mind for your digital life

Secure your accounts with multi-factor authentication.

 Sign in with Microsoft

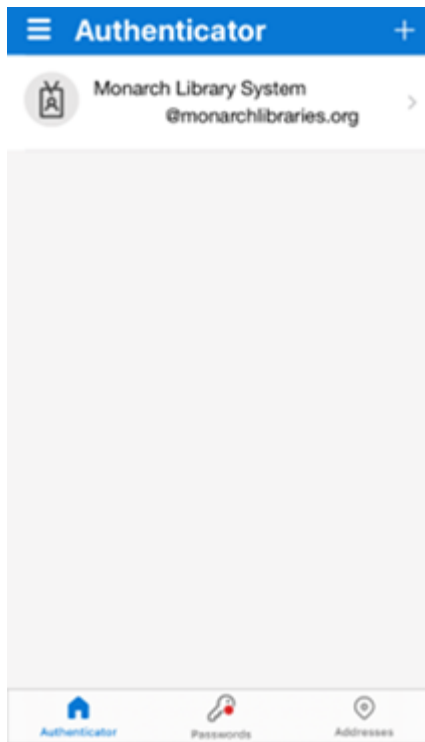
 Add work or school account

 Scan a QR code

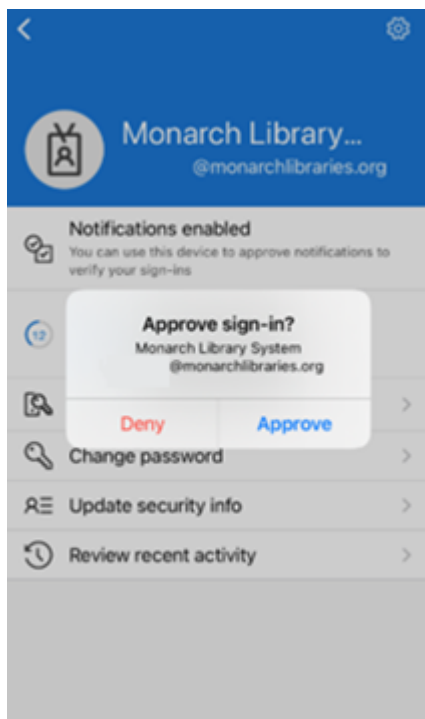
You can get a QR code from your organization or account provider, such as Microsoft, Google, or Facebook

[Restore from backup](#)

On this screen, pick “Scan a QR code.” If asked to allow access to the camera, pick yes. Use your smartphone camera to scan the square QR code from the screen on your computer. If successful, your smartphone app will update to show your work account:



Click “Next” on the computer, and you will be asked to approve a request on your smartphone:



Tap Approve, and your computer will refresh indicating that the request was approved. You are now all set! You will need to approve requests for your other Microsoft work apps and any time you log in to a different computer for the first time. Requests need to be refreshed at least every 14 days, so you will need to approve a new request once that time has passed.

Use verification code

You will come up to the following screen:

Configure mobile app

Complete the following steps to configure your mobile app.

1. Install the Microsoft authenticator app for Windows Phone, Android or iOS.
2. In the app, add an account and choose "Work or school account".
3. Scan the image below.

Configure app without notifications

If you are unable to scan the image, enter the following information in your app.

Code:

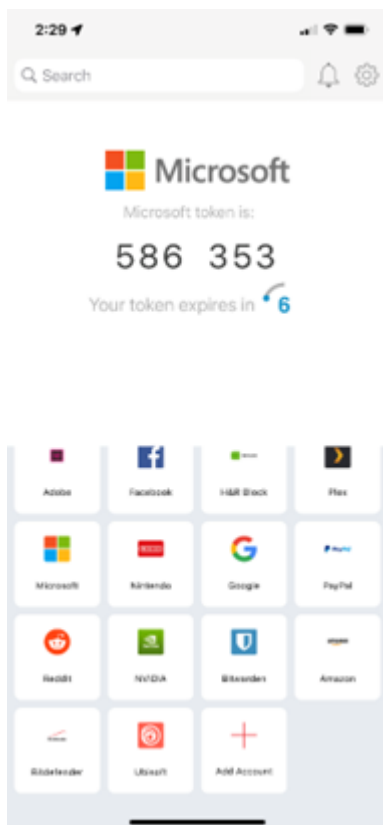
Url:

If the app displays a six-digit code, choose "Next".

Next

cancel

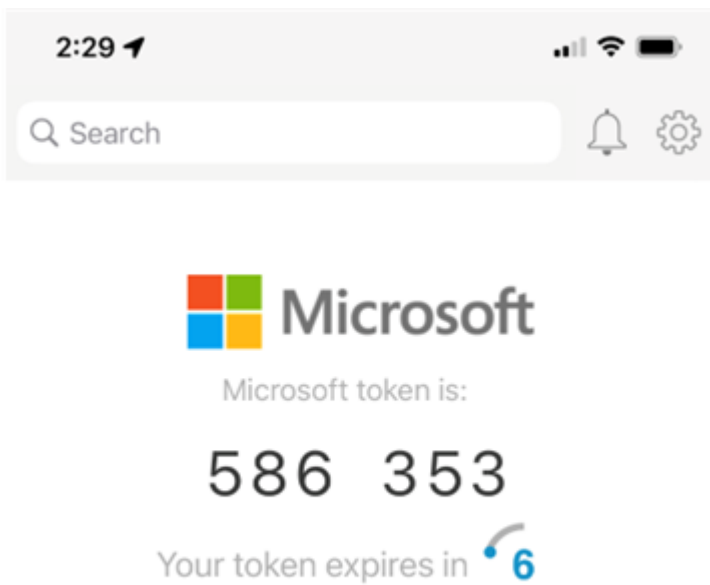
At this point, either download the Microsoft Authenticator app or open your preferred 2FA app that you already have installed. Authy is pictured below, but any app that generates 6-digit security tokens will work. Choose Add Account, scan a QR code or whatever is appropriate for your app.



You will be asked to scan a QR code, scan it from the screen on your computer using your camera.



Click “Next” on the computer, and you will be asked for a 6-digit code. Copy the code from your phone.



Your 2FA is now set up, and you may use this code generator on all your Microsoft-affiliated work accounts.

Where the Money Goes

LSTA Funding



What is LSTA

The Library Services and Technology Act 'Grants to States Program' is the largest source of federal funding support for library services in the U.S. **Wisconsin received \$3.23 Million in 2024**, which equals \$.55 spent annually per resident!

LSTA Funding Supports Resources for:

- Workforce development
- All-age literacy
- Summer reading programs
- Civic engagement
- Tribal history preservation



Wisconsin Public Libraries

- 467 Public Libraries
- 15 Public Library Systems
- 2.2 Million Wisconsin Library Card Holders
- 46.6 Million Books, Videos, Electronic Materials Used
- 106,000 Child, Teen, Adult Library Programs
- 15.7 Million Wi-Fi Sessions

Direct Benefits of LSTA

- 15 million library materials loaned between libraries through Wisconsin's **Interlibrary Loan Program**. Allows for broadening collections, especially in our rural libraries.
- \$50,000 developed **Cooperative Cataloging** to make finding titles of materials easier.
- \$66,884 created Wisconsin's **Internet Discount Finder**, which helps people find discounted and more affordable residential internet service.
- Piloted new programs which have become self-sustaining like the shared **Wisconsin Public Library Consortium Digital Library**, which sees 9 million eBooks and eAudio materials checked out each year.

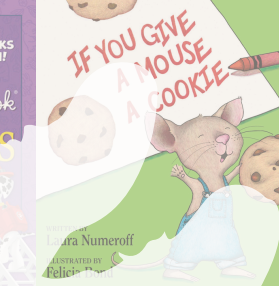
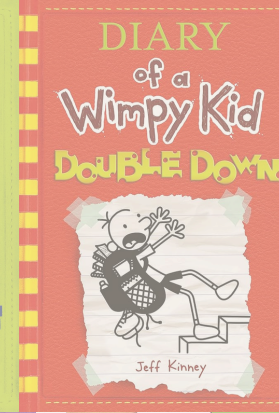
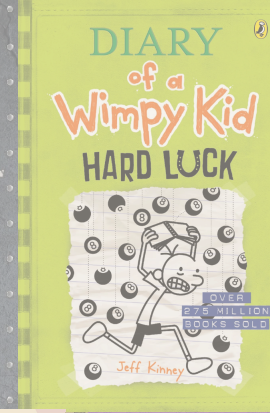
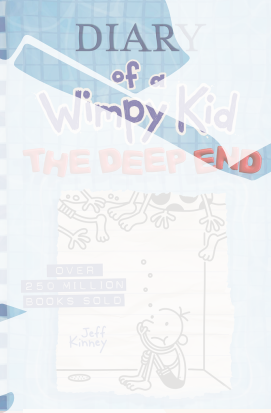
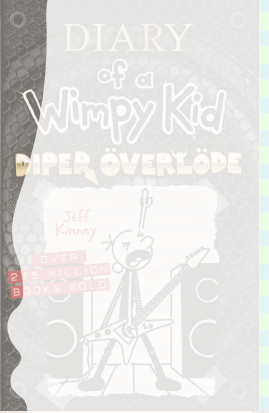
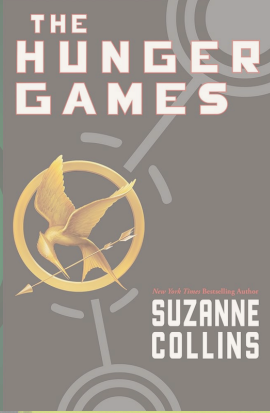
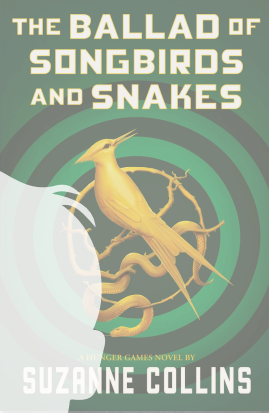
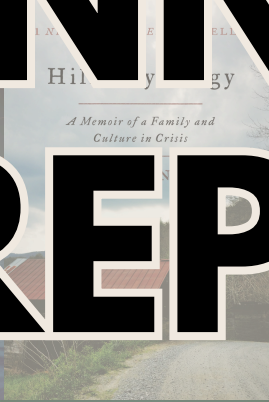
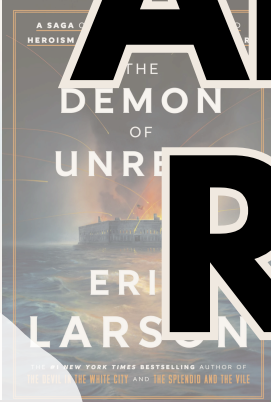
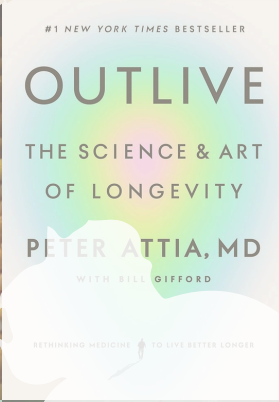
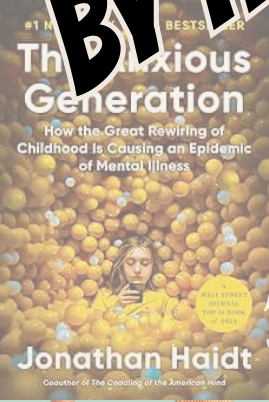
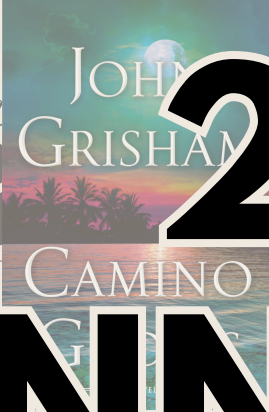
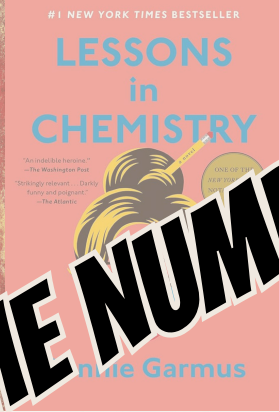
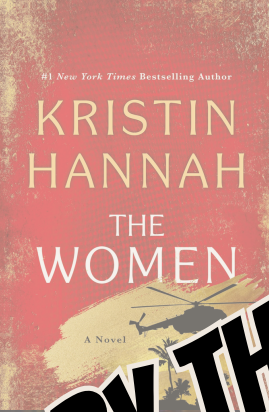




BY THE NUMBERS

2024

ANNUAL REPORT



FLWL Leadership

RACHEL MUCHIN YOUNG

FLWL LIBRARY DIRECTOR

It's fun to reflect on a record-breaking year. More people visited the library than ever before! More than 12,000 people walked through our doors every month, and even more visited the library virtually.

More than 12,500 people attended almost 525 programs throughout the year, and more than 1,500 people participated in reading challenges for children, for teens, and for adults. From storytimes to Dungeons & Dragons, from test prep to philosophy lectures, from today's blockbusters and yesterday's classic flicks to book discussions of all sorts, the library strives to provide collections, programs, and events for all of our patrons, from the youngest pre-readers, to adults of all ages, and everyone in between.

People accessed our authenticated databases in record numbers; 21,190 times to be exact. We all know that not everything we read on the internet is true. It is nice to be able to access authenticated databases via the library website, and know that when you log into www.flwlib.org, you can be confident that the information shared is true and trustworthy.

In 2024 we asked the residents of Thiensville and Mequon what they wanted in their library. They responded with enthusiasm, and we began working to achieve those goals. We started by creating a three-pronged Strategic Plan to guide us as we "Meet the Future:"

Enhance User Experience
Strengthen Marketing & Advocacy
Develop Strategic Skills

These are the three tenets of our new Strategic Plan. We are working diligently to make our patrons' Library experiences more positive and productive, whether visiting our building or accessing our services online. We will work to make sure our communities know what we offer, be that traditional services or new services that were unfathomable just a generation ago. Furthermore, we have reorganized our operations, both to offer the best service and materials possible within our budget, and to make sure staff are trained to use and to teach emerging technologies.

Libraries are essential services available in times of calm, as well as in times of crisis. And we are dedicated to serving Mequon and Thiensville.

Respectfully,
Rachel Muchin Young



LIBRARY BOARD OF TRUSTEES

Catherine Perry
Library Board President

Tedd Lookatch
Library Board Vice President

Jeffrey Hansher
*Library Board Secretary,
Mequon Alderman*

Graham Baxter
Library Board Treasurer

Dr. Amy Abbott
MTSD Representative

Dr. Jennifer Abraham
Thiensville Village Trustee

Ali Buchanan
Mequon Member At Large

Dr. Ellen Nagy
Mequon Member At Large

Cathrine Wagner
Mequon Member At Large

Liz Agnello
Thiensville Member At Large

MISSION STATEMENT

As a welcoming community center united by Mequon and Thiensville, the Frank L. Weyenberg Library strives to stimulate imagination and inspire creativity by opening windows to lifelong learning.



FLW Core Services



An average of 44 people visited the library every open hour!

The library was open 340 days. At least 4 new library cards were issued each day!



The Library received \$43.56 per resident from municipal allocations. That's \$3.72 for every \$1 invested in physical materials alone.

Based on physical checkouts and the local population, every Mequon and Thiensville resident checked out 9 items in 2024. At \$18 per item, the value of those items is \$162 per resident!



12,547 people have a FLW library card!



Library Visits
144,567

**Physical Item Checkouts
(books, movies, magazines, etc)**
269,795

**Digital Item Checkouts
(ebooks, digital audiobooks, etc)**
72,725

**Use of Online Resources
(Consumer Reports, Value Line,
other databases)**
21,190

Reference Questions
16,361

**Attendance at Programs Held
at the Library**
9,957

**Attendance at Outreach
Programs**
2,669

Library Computer Sessions
5,137

Library WI-FI Sessions
19,663

**Monarch Library System
Items Received**
45,991

**FLW Library Items Sent to
Other Monarch Libraries**
41,798

New Library Cards Issued
1,374

Number of Hours Open
3,268

FLWL Programs



SUMMER READING PROGRAM

More than 7,000 children, teens, and adults focused on reading, literacy activities and Library events during the annual summer reading program. This year's theme was Read, Renew, Repeat! The library partnered with the Friends of Weyenberg Library, Bank Five Nine, Milwaukee Public Museum, Schlitz Audubon Nature Preserve, the Wisconsin State Fair, and other organizations that provided prizes/day passes to participants.

- Pre-Readers (ages 0-5) = 188 registered
- Children's (ages 5-12) = 566 registered
- Teen (ages 11-18) = 117 registered
- Adult (ages 18+) = 179 registered
- Total Summer Reading Participants = 1,050



Programs for Adults



WINTER READING CHALLENGE

Children in grades K4 through 8th grade participated in the library's winter reading challenge. At the end of the reading challenge, the library hosted a donut party for all the participants that completed it.



- Teen (ages 11-14) = 17 registered
- Children's (ages 5-12) = 99 registered
- Total records completed = 95

Programs for Tweens & Teens



2024 ADULT READING CHALLENGE: GENRE HOPPING

In 2024, the library challenged people to read 12 books from 12 different genres over the course of the year. 369 people participated in the 'Genre Hopping' challenge.



Programs for Children



ADDITIONAL LITERACY PROGRAMS

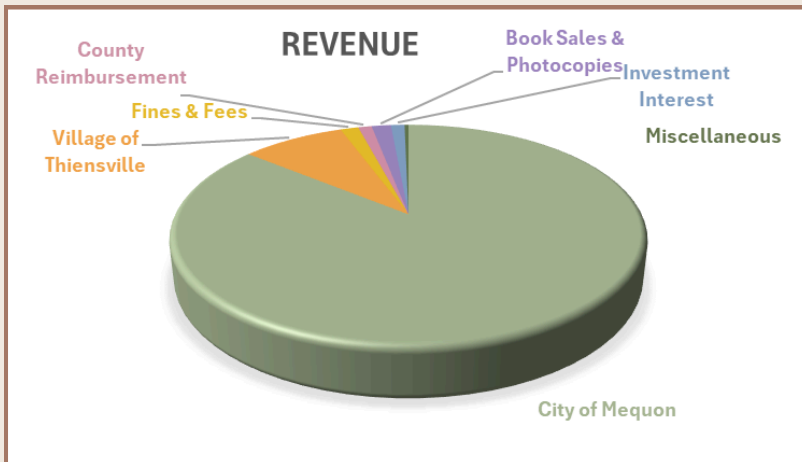
- 1000 Books Before Kindergarten
- 100 Books Before High School
- 500 Books Before Middle School
- 100 Books Before Graduation

Finances

2024 BUDGET BREAKDOWN

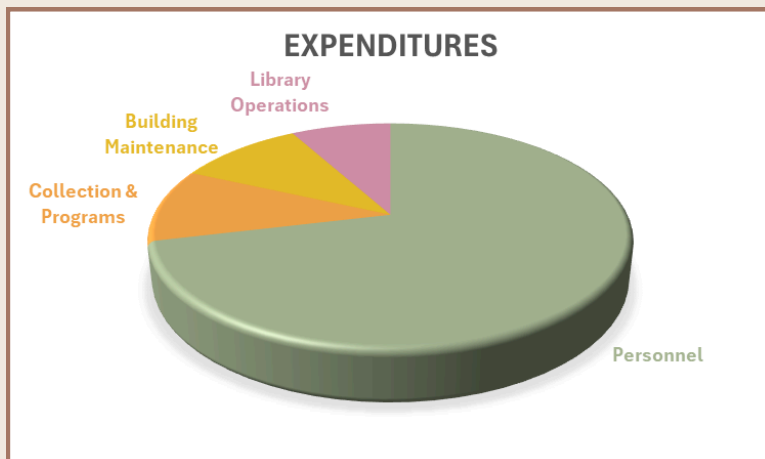
REVENUE

City of Mequon	\$1,131,716
Village of Thiensville	\$111,351
County Reimbursement	\$14,514
Fines & Fees	\$19,439
Book Sales & Photocopies	\$20,738
Investment Interest	\$14,831
Miscellaneous	\$4,221



EXPENDITURES

Personnel	\$849,218
Collection & Programs	\$125,627
Building Maintenance	\$120,952
Library Operations	\$95,977



Monarch Memory Cafe



LEGO Club



Solar Eclipse Viewing Party



Summer Reading Program Kickoff with Randy Peterson



Hook, Yarn & Stitch group



DiNovember!



Noon Year's Eve Party with balloon drop



FLWL Partners

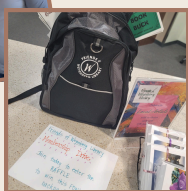
FRIENDS OF WEYENBERG LIBRARY

Carol Early Cooney, *President*
Sue Steinbrenner, *Vice President*
Katie Callen, *Treasurer*
Pat Campau, *Secretary & Newsletter Editor*
Nancy Drewek, *Membership Chair*
Jane Hokeness
Mimi Rosing
Nancy Urbani



2024 FRIENDS PROJECTS

- Sponsored the 2024 Summer Reading Program
- Sponsored the monthly Family BINGO program
- Hosted a week-long series of events during National Friends of the Library Week in October
- Purchased books for a book club kit



WEYENBERG PUBLIC LIBRARY FOUNDATION

James Friedman, *President*
Christine Nuernberg, *Vice President*
Richard Sheridan, *Treasurer*
Rachel Muchin Young, *Secretary*
Luke Behnke
Tracy Johnson
Tedd Lookatch
Jill M. Miller
Vanessa Nerbun
Catherine Perry
Brenda Richardson



2024 FOUNDATION PROJECTS

- New furniture including rotunda chairs, children's sofas, and upholstered Study Carrels
- Landscaping for library grounds
- Adventure Passes to local attractions
- Fine Arts Series
- Cultural Conversations Series
- Movie Matinee Series



LIBRARY STATS

Adult Books Borrowed
84,551

Young Adult Books Borrowed
5,786

Children's Books Borrowed
104,452

Large Type Books Borrowed
9,774

Movies Borrowed
28,329

Music Borrowed
4,119

Audiobooks Borrowed
4,416

Adventure Passes Borrowed
966

Puzzles Borrowed
1,794

Video Games Borrowed
4,008

Wonderbooks Borrowed
2,006

Graphic Novels/Manga Borrowed
15,377

Inter-library Loans Received from other systems
145

Inter-library Loans Sent to other systems
310

Downloadable Audiobooks
28,377

Downloadable Books
29,652

Downloadable Magazines
11,437

Programs & Classes Attended
527